

Minutes  
**Calgary Public Library Board Meeting**  
Boardroom 0-11, Central Library  
Wednesday, October 24, 2018  
5:30 pm

**In Attendance:**

**Board**

Ms. Janet Hutchinson, Chair  
Councillor Druh Farrell  
Mr. Rob Macaulay  
Mr. Avnish Mehta  
Mr. Andrew Rodych  
Ms. Shereen Samuels  
Councillor Evan Woolley

**Administration**

Mr. Bill Ptacek, Chief Executive Officer  
Mr. Mark Asberg, Director, Service Delivery,  
Community Libraries and System Operations  
Ms. Jackie Flowers, Director, Service Design  
Ms. Mary Kapusta, Director, Communications  
Ms. Elrose Klause, Controller  
Mr. Paul Lane, Director, Corporate Services  
Ms. Sarah Meilleur, Director, Service Delivery,  
City Centre Community Libraries and New Central Library  
Ms. Ellen Humphrey, CEO, Calgary Public Library Foundation

**Regrets**

Ms. Debra Giles  
Ms. Judy Gray

**I. Treaty 7 Opening and Chair's Opening Remarks**

We are gathered here today at a place called Moh'kinsstis, a Blackfoot word that means elbow. The word describes the landscape of what is now known as Calgary, an area where the Elbow River meets the Bow River. It is in the spirit of respect and truth that we honour and acknowledge Moh'kinsstis, and recognize the traditional territories and oral practices of the Blackfoot people, the Nakoda people of the Stoney Nation, the Beaver people of the Tsuut'ina Nation, and the Métis Nation of Alberta, Region Three. This Library is one of 20 libraries across our city built on this traditional land. Finally, we acknowledge all people who make their homes in the Treaty 7 territory of Southern Alberta.

Ms. Hutchinson reflected on the significance of this first Board meeting held in the New Central Library Boardroom. She gave thanks to the Board Members and Executive Leadership Team, past and present, for their focus, energy, and passion leading up to the NCL Opening Day, now only 8 days away.

**II. Review of Agenda**

There being no objections, the Agenda was approved as presented.

**III. Consent Agenda**

MOVED by Ms. Samuels, seconded by Mr. Macaulay, that the Record of Urgent Motion be removed from the Consent Agenda.

Carried Unanimously

MOVED by Mr. Rodych, seconded by Mr. Mehta, that the Calgary Public Library Board approve the Consent Agenda, containing the following items, as presented.

- A. Minutes of the September 26, 2018 Board Meeting
- B. Chair's Report

Carried Unanimously

MOVED by Mr. Macaulay, seconded by Mr. Rodych, that the Calgary Public Library Board accept the Record of Urgent Motion as revised with the corrected voting numbers.

Carried Unanimously

#### **IV. Business Arising**

##### **A. Business Arising from the Minutes**

There was no business arising from the Minutes.

##### **B. Advocacy Updates**

Mr. Ptacek mentioned that there have been numerous NCL tours for organizations such as The City's Planning Department and the Calgary Chamber of Commerce.

Councillor Farrell mentioned her meeting with the Chair of the Police Commission, and Mr. Ptacek advised her of the Library's partnership work with the Calgary Police Service, particularly the ISSP Program.

##### **C. Alberta Library Trustees Association (ALTA) Update**

Mr. Mehta reported that the CPL Board has sent ALTA a series of questions regarding the Board's role in supporting and resourcing ALTA without representation on the ALTA board. In the pursuit of good governance, the CPL Board must receive clarity and assess its abilities to support ALTA going forward.

#### **V. Chief Executive Officer's Report**

*Mr. Bill Ptacek, CEO*

Mr. Ptacek mentioned Engine 23 will be removed from the old Central Library in November and stored by the Fire Department until its installation at the Louise Riley Library.

##### **A. Questionariums**

*Ms. Jackie Flowers, Director, Service Design*

Ms. Flowers described The Questionarium, a new initiative to engage school-aged children in multiple developmental areas. Library staff have studied kids' activities in Library spaces, met with parents and staff, tested concepts, and learned from workshops, prototyping, and science museum consultants. The aim is to nurture resilience through effort and achievement, develop new curiosities, ownership and agency, and provide STREAM learning opportunities. Interactive stations will allow kids to build, create, problem-solve, meet challenges, and share ideas. The Questionarium initiative will begin with four themes: underwater, space, food, and pets. It will be scaled up to Fish Creek and Seton Libraries in 2019.

There being no objections, the Calgary Public Library Board received the report, *Chief Executive Officer's Report*, for information.

**VI. New Central Library Updates**

*Ms. Mary Kapusta, Director, Communications*

*Ms. Sarah Meilleur, Director, Service Delivery*

Ms. Kapusta reported on numerous marketing activities, such as the Golden Ticket event and NCL tours. Media awareness is high, with interviews, digital billboards, newspaper ads, and TV and radio commercials. Ms. Meilleur said that finishing touches are being put in place this week to prepare for the high number of visitors expected for Opening Day and Family Weekend. Numerous post-opening events have been scheduled as well. The Board briefly discussed future uses of the old building and parking options for the New Central Library.

**VII. Audit & Finance Committee**

*Mr. Andrew Rodych, Acting Committee Chair*

**A. Report of the October 16, 2018 Meeting**

*(based on draft unapproved minutes)*

Deloitte presented the 2018 Audit Plan at the Committee. The regular audit fees will remain the same. However, one-time fees to ensure compliance with new accounting standards will apply to the 2018 audit; these will not recur in future years. The supplementary amount will be \$6-8K, added to the regular 2018 audit fees.

Mr. Rodych mentioned that MNP was contracted for an operational review of Financial Services, and progress reports will come to the Committee at intervals in 2019.

MOVED by Mr. Rodych, seconded by Mr. Mehta, that the Calgary Public Library Board receive the Audit & Finance report dated October 16, 2018, for information.

Carried Unanimously

**B. Quarterly Register Update**

The Committee reviewed all categories. It was suggested that the report's executive summary be updated with context specific to each quarter, such as staff's work to contain risk, and any new information on the meaning of the numbers. The Board discussed whether mitigated risks should be removed from the register; however, it was decided that the risks particular to the Library must still be monitored to maintain control.

**C. Full Accrual Budget Revision for 2018 Budget**

This report outlines the revision required to align the Library's budget lines to the actual audited financial statements. The budget bottom line will not be affected; rather, the line items will be restated to shift to standard auditing practices, reflect full accrual accounting, eliminate many year-end reconciliations, and better sync with the auditor's and The City's formats.

MOVED by Ms. Samuels, seconded by Mr. Rodych, that the Calgary Public Library Board receive the report, Full Approval Budget Revision for 2018 Budget, for information.

Carried Unanimously

MOVED by Mr. Rodych, seconded by Mr. Macaulay, that the Calgary Public Board approve the 2018 Operating Budget amendment as presented in Attachment 1, 2018 Current and Proposed Operating Budget, to the Report Full Accrual Budget Revision for 2018 Budget, dated 16 October 2018.

Carried Unanimously

Councillor Farrell excused herself from the meeting at 6:44 pm.

#### **VIII. Strategy & Community Committee (10 minutes)**

##### **A. Report of the October 2, 2018 Meeting**

*(based on draft unapproved minutes)*

*Mr. Rob Macaulay, Committee Chair*

Mr. Macaulay said that Retreat topic suggestions will be compiled for the consideration of the new Committee. He briefly summarized the October meeting and requested that any ideas for the Committee's upcoming workplan be passed to the new Committee Chair.

#### **IX. Governance Committee (10 minutes)**

##### **A. Report of the October 10, 2018 Meeting**

*(based on draft unapproved minutes)*

*Ms. Shereen Samuels, Committee Chair*

The Board briefly discussed matters related to the Library Board representative seats on the Foundation Board, and to the Library Board's allowance for citizen members to serve on its committees.

##### **B. Governance Committee to Review the Naming Policy**

This item was brought forward as information for the Board to allow for the input of specific direction, if any, and to ensure that the item is cataloged as an action item on the Governance Committee workplan.

MOVED by Ms. Samuels, seconded by Mr. Rodych, that the Calgary Public Library Board empower the Governance Committee to review the Board Naming Policy.

In favour: 6  
Opposed: 1  
Motion Carried

#### **X. Calgary Public Library Foundation Update (10 minutes)**

*Mr. Avnish Mehta, Board Representative*

##### **A. Report on the October 9, 2018 Calgary Public Library Foundation Board Meeting**

Mr. Mehta conveyed the Foundation Board's feedback regarding the recent uncertainty on naming protocol. He also gave an update on the Foundation Board's work on recruitment and skills matrix and reminded the Board of the upcoming Lit Gala.

## **B. Calgary Public Library Foundation Report**

Ms. Humphrey gave this update, which included news of a large investment by Suncor and the engagement of consultants to identify best practices in philanthropy and donor recognition, including naming.

The Board discussed issues related to naming rights, such as current market influence on negotiations. The Library Board's naming policy was written to provide flexibility while maintaining the Board's right to exercise its governance prerogative. It was noted that precedence is not a guarantee of future deviation from policy. It was noted that the Board will soon review its naming policy and will consider factors such as flexibility and a review framework.

## **XI. Other Business**

Councillor Woolley proposed the following topic: that the Library create an outlet for the discussion of journalism's changing roles. This could be a potential topic for the Strategy & Community Committee or the Board Retreat, and ties into the Library's role in promoting civil discourse and democracy.

## **XII. Adjournment**

MOVED by Mr. Macaulay, seconded by Ms. Samuels, that the meeting be adjourned at 7:42 pm.

Transcribed by Barb Roberts

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Ms. Janet Hutchinson  
Chair

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Mr. Bill Ptacek  
Chief Executive Officer